

219 North Main Street | Suite 402 | Barre, VT 05641 (p) 802-479-1700 | education.vermont.gov

## **MEMORANDUM**

TO: Superintendents, Principals, and Human Resources Personnel

FROM: Office of Educator Licensing

SUBJECT: 2014 Renewals

DATE: 6/17/14

The 2014 renewal cycle will close June 30, 2014. At this time, renewal applications are being processed in date order considering the date the Agency receives the application. Processing of renewal applications is taking several weeks and is expected to continue through July 2014. Educators renewing their license(s) in 2014 should be 'held harmless' considering verification of licensure for employment.

At any time, Superintendents, Principals, and Human Resource officers can visit the *Vermont Online Licensing System for Educators* and check on an educator's <u>current</u> credentials by following this procedure:

- 1. Go to <a href="https://alis.edlicensing.vermont.gov/login.aspx">https://alis.edlicensing.vermont.gov/login.aspx</a>
- 2. Click on 'To search for an educator'



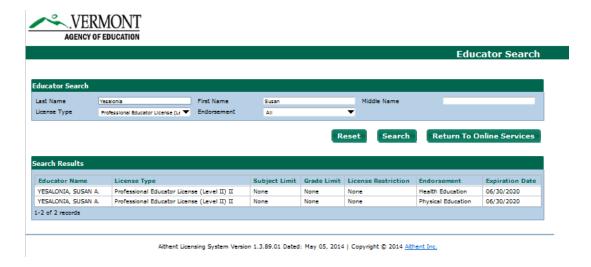


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3. Fill in the educator's name in required fields, and/or the type of license or endorsement you wish to view. Then click on the 'search' tab.



4. You will be able to view the type of license an educator holds, the endorsement(s), any limitations or restrictions, and the date the license expired for current endorsements ONLY.



5. This information is generated directly from the *Vermont Online Licensing System for Educators*, a secure portal, that is current in real time, and which also serves as an appropriate means of ensuring whether an educator possesses a valid Vermont educator's license. If you have further questions, please contact Susan Yesalonia, Education Programs Manager, Vermont Agency of Education, at 802-479-1723 or <a href="mailto:susan.yesalonia@state.vt.us">susan.yesalonia@state.vt.us</a>.